CITY OF GROSSE POINTE WOODS
20025 Mack Plaza
Regular City Council Meeting Agenda
Monday, March 19, 2018
7:00 p.m.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. RECOGNITION OF COMMISSION MEMBERS
5. ACCEPTANCE OF AGENDA

6. MINUTES
   - A. City Council 03/05/18
   - B. Compensation & Evaluation Committee 02/05/18, 03/05/18
   - C. Historical Commission 01/11/18, w/recommendation:
     1. Appointment
        - a. Biographical Sketch – George Bailey
   - D. Tree Commission 02/07/18 and 12/06/17, w/recommendation:
     1. Appointment
        - a. Biographical Sketch – George Hathaway

7. COMMUNICATIONS
   - A. State Report 5584 – Protecting Local Government Retirement and Benefits Act Application for Waiver and Plan: RHC
     1. Memo 03/19/18 – Treasurer/Comptroller
     2. Waiver Application and Plan
     3. Public Act 202 of 2017 health Care (OPEB) Report
     4. Public Act 202 of 2017 Pension Report
   - B. Request to Use Ghesquiere Park Baseball Diamonds – Lakeside Baseball Youth Sports Foundation (Dirtbag Memorial Day Invitational)
     1. Email 03/02/18 – City Attorney
     2. Email 03/02/18 – Kevin Nugent
     3. Letter 10/23/15 – Internal Revenue Service
     4. Letter 10/15/15 – Internal Revenue Service
     5. Certificate of Liability Insurance/Policy Changes
     6. Additional Insured-Designated Person or Organization
   - C. Monthly Financial Report – February 2018

8. BIDS/PROPOSALS/ CONTRACTS

A. Purchase: Servers
   1. Memo 02/26/18 – Information Technology Manager
   2. Quote 02/26/18 – Dell

B. Road Program/Budget Amendment
   1. Memo 03/16/18 – City Administrator
   2. Email 03/15/18, 03/16/18 – City Engineer
   3. Fund Balance Analysis 03/15/18

9. PROCLAMATION

A. Holocaust/Days of Remembrance

10. RESOLUTION

A. Property Transfer Affidavit Fines
   1. Memo 03/19/18 – Treasurer/Comptroller
   2. Proposed Resolution

11. CLAIMS/ACCOUNTS

A. Telecom Attorney
   1. Kitch Drutchas Wagner Valitutti & Sherbrook 02/28/18

B. Legal Services
   1. Hallahan & Associates PC (via WCA Assessing) Invoice #15199 ending February 2018

12. NEW BUSINESS/PUBLIC COMMENT

13. ADJOURNMENT

Lisa Kay Hathaway, CMMC/MMC
City Clerk

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440 or Telecommunications Device for the Deaf (TDD) 313 343-9249.

NOTE TO PETITIONERS: YOU, OR A REPRESENTATIVE, ARE REQUESTED TO BE IN ATTENDANCE AT THE MEETING SHOULD COUNCIL HAVE QUESTIONS REGARDING YOUR REQUEST

6A

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 5, 2018, IN THE COUNCIL-COURT ROOM OF THE MUNICIPAL BUILDING, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:03 p.m. by Mayor Novitke.

Roll Call:	Mayor Novitke
Council Members:	Bryant, Granger, Koester, McConaghy, McMullen, Shetler
Absent:	None

Also Present:	City Administrator Smith City Attorney Chip Berschback Treasurer/Comptroller Behrens City Clerk Hathaway

Council, Administration, and the audience Pledged Allegiance to the Flag.

The following Commission members were in attendance:

Doug Hamborsky, Planning Commission

Motion by Bryant, seconded by Shetler, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:

Yes:	Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No:	None
Absent:	None

Motion by Granger, seconded by Shetler, regarding **appointment – Deputy City Clerk**, that the City Council confirm the appointment of Paul Antolin as Deputy City Clerk effective March 12, 2018, and direct the City Clerk to administer the Oath of Office.

Motion carried by the following vote:

Yes:	Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No:	None
Absent:	None

The City Clerk administered the Oath of Office to Paul Antolin, Deputy City Clerk.

Motion by Granger, seconded by Shetler, that the following minutes be approved as corrected:

1. City Council Minutes dated February 26, 2018.

Motion carried by the following vote:
Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by Bryant, seconded by Shetler, that the following minutes be approved as submitted:

1. Committee-of-the-Whole minutes dated February 26, 2018, and February 12, 2018.

Motion carried by the following vote:
Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by McMullen, seconded by Shetler, regarding **Application for Permit/License – Solicitor**, that the City Council approve the application of Robert McCormick, Edward Jones, for a Permit/License to Solicit.

Motion carried by the following vote:
Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by Bryant, seconded by Koester, regarding **Resolution – Poverty Exemption – Amended**, that the City Council adopt the amended Resolution as presented, and authorize the City Clerk to certify the Resolution.

Motion carried by the following vote:
Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by McConaghy, seconded by Granger, regarding **City Attorneys**, that the City Council approve the following statements dated February 28, 2018:

1. City Attorney Don R. Berschback - $2,295.00;
2. City Attorney Charles T. Berschback - $3,600.00.

Motion carried by the following vote:
Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Hearing no objections, the following items were heard under New Business:

- The Treasurer/Comptroller discussed a prior agreement with Arbor Professional Solutions, which provided services for collecting outstanding bills. There was $147,324.28 in outstanding collections, $14,000.00 has been collected, and $13,000.00 was cancelled due to bankruptcies. The bills average between $600.00 and $1,000.00. There is $119,756.74 outstanding. A woman wrote a letter to Credit Bureau, Inc. which contacted Ms. Behrens regarding a $763.00 outstanding balance who requested the bill be reduced to $450.00, and that she be permitted to pay $20.00 per month.

Motion by Bryant, seconded by Shetler, that the following item be received and placed on file:

1. **Credit Bureau, Inc. Client Checklist 01/28/00.**

Motion carried by the following vote:
Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by Bryant, seconded by McConaghy, regarding Credit Bureau Inc, that the City Council give the Treasurer/Comptroller the authority to settle billings in the amount of $1,000.00 or less.

Motion carried by the following vote:
Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

- The Mayor discussed the **animal license and late fees**. He stated formal action was not taken to set a late fee nor to increase the license fee from $5.00 to $8.00, which was discussed at the Committee-of-the-Whole Meeting held January 22, 2018. He stated 41 late fees were paid in the amount of $20.00, and 176 license applications were paid at a rate of $8.00; an additional $3 dollars. The City Attorney stated a Resolution may be adopted retroactively to adopt the fees as there is case law supporting the action.

Motion by Koester, seconded by McConaghy, regarding animal license late fees, to reimburse late fees paid in the amount of $20.00 each.

Motion carried by the following vote:
Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

The Mayor directed the City Clerk to place the animal licensing ordinance on the Committee-of-the-Whole.

Motion by Granger, seconded by Shetler, regarding animal license fee, to reimburse $3.00 to those who paid $8.00 for a 2018 license.

Motion carried by the following vote:
Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by Bryant, seconded by Granger, regarding resolution – animal license fee, that the City Council adopt a resolution increasing the animal license fee from $5.00 to $8.00 consistent with the action taken by the Committee-of-the-Whole on January 22, 2018.

Motion carried by the following vote:
Yes: Bryant, Granger, Koester, McConaghy, Novitke, Shetler
No: McMullen
Absent: None

Motion by Bryant, seconded by Shetler, that the previous motion be immediately certified.

Motion carried by the following vote:
Yes: Bryant, Granger, Koester, McConaghy, McMullen, Novitke, Shetler
No: None
Absent: None

Motion by Bryant, seconded by Shetler, to adjourn tonight's meeting at 7:35 p.m. PASSED UNANIMOUSLY.

Respectfully submitted,

Lisa Kay Hathaway	Robert E. Novitke
City Clerk	Mayor

Approved by Committee 3/5/18

6B

Compensation and Evaluation Committee
FEBRUARY 5, 2018

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, FEBRUARY 5, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair: Council Member Arthur Bryant
Members: Mayor Robert E. Novitke, Council Member Todd A. McConaghy
ABSENT: None

The meeting was called to order by Chair Bryant at 8:01 p.m.

Motion by McConaghy, second by Novitke, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:
Yes: Bryant, McConaghy, Novitke
No: None
Absent: None

A general discussion on compensation and evaluation took place for the coming year.

Motion by McConaghy, seconded by Novitke, that the meeting be adjourned at 9:05 p.m.

Motion carried by the following vote:
Yes: Bryant, McConaghy, Novitke
No: None
Absent: None

Respectfully submitted,

Arthur Bryant

Approved by Committee 3/12/18

Compensation and Evaluation Committee
MARCH 5, 2018

MINUTES OF THE MEETING OF THE COMPENSATION AND EVALUATION COMMITTEE OF THE CITY OF GROSSE POINTE WOODS HELD ON MONDAY, MARCH 5, 2018, IN THE CONFERENCE ROOM OF THE MUNICIPAL BUILDING, 20025 MACK AVENUE, GROSSE POINTE WOODS, MICHIGAN.

PRESENT: Chair: Council Member Arthur Bryant
Members: Mayor Robert E. Novitke, Council Member Todd A. McConaghy
ABSENT: None

Also in attendance with City Administrator Bruce Smith.

The meeting was called to order by Chair Bryant at 7:45 p.m.

Motion by Novitke, second by McConaghy, that all items on tonight's agenda be received, placed on file, and taken in order of appearance.

Motion carried by the following vote:
Yes: Bryant, McConaghy, Novitke
No: None
Absent: None

Motion by McConaghy, second by Novitke, to approve the minutes of the meeting of February 5, 2018.

Motion carried by the following vote:
Yes: Bryant, McConaghy, Novitke
No: None
Absent: None

A discussion on compensation and evaluation for Bruce Smith took place.

Motion by McConaghy, seconded by Novitke, that the meeting be adjourned at 8:45 p.m. Passed unanimously.

Respectfully submitted,

Arthur Bryant

4C

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JAN 18 2018
CITY OF GROSSE PTE. WOODS

City of Grosse Pointe Woods Historical Commission Minutes
20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236
Conference Room at City Hall
January 11, 2018

approved by commission Feb 8, 2018

1. **Call to Order**

The regular meeting of the Grosse Pointe Woods Historical Commission was called to order at 7:33 p.m. by Chairperson Lynne Millies.

2. **Roll Call**

Present: Mary Kaye Ferry, Del Harkenrider, Shirley Hartert, Suzanne Kent, Lynne Millies, Sean Murphy, Frank Romano, Giles Wilborn

Excused: Becky Veitengruber

Also Present: Council Representative George McMullen Jr., GPW residents: George Bailey and John Parthum

3. **Approval of Agenda**

Motion by Romano, seconded by Hartert, to approve the agenda as presented. Ayes: all. Motion carried.

4. **Approval of Minutes**

Motion by Harkenrider, seconded by Hartert, to approve the December 14th, 2017 minutes as presented. Ayes: all. Motion carried.

5. **Items**

A. *Report of Treasurer:*

The commission balance is $1,969.81. The Cook Schoolhouse balance is $4,994.11.

B. Commission Files:

Parthum and Kent met regarding files. Parthum has volunteered to continue helping with files, including exploring digitizing files in the future.

C. *Annual Report for 2017:*

Hartert shared her draft of the annual report. It will be revised and shared at the February meeting.

D. *Budget:* A draft of the proprosed budget for the historical commission for 2018-2019 was shared.

6. **Old Business**

NOTE

Member Vacancy: Guest George Bailey was interviewed and approved by commission.

Motion by Millies, seconded by Harkenrider, to recommend George Bailey to fill a vacancy on the historical commission. Ayes: all. Motion carried.

7. <u>New Business</u>

A. ***Election of Officers for 2018:***

Motion by Ferry, seconded by Hartert to nominate and accept Lynne Millies as chairperson.
Ayes: all. Motion carried.

Motion by Ferry, seconded by Kent, to nominate and accept Sean Murphy as vice chairperson.
Ayes: all. Motion carried.

Motion by Romano, seconded by Ferry, to nominate and accept Becky Veitengruber as secretary.
Ayes: all. Motion carried.

Motion by Ferry, seconded by Murphy, to nominate and accept Shirley Hartert as treasurer.
Ayes: all. Motion carried.

B. ***Memorial Day Budget:*** Discussion of budget for items for Memorial Day event.

8. <u>Public and Commissioner Comments</u>

None

9. <u>Adjournment</u>

The meeting adjourned at 8:48 p.m. by chairperson Millies.

Respectfully submitted:

Becky Veitengruber, Secretary

The next meeting of the Grosse Pointe Woods Historical Commission will take place on February 8th, 2018 at 7:30 p.m. in the Conference Room at City Hall, 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236

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FEB 12 2018

CITY OF GROSSE PTE. WOODS

Historical Commission Annual Report For 2017

January : the Commission held elections for the year.

February : the 2016 Annual report was approved by the Commission and submitted to the City Administration. The approved annual budget 2017-2018 and was submitted to the city.

March : Began work on Memorial Day Event. Submitted costs for band, chairs, etc. Several Commission members attended the Michigan Local History Conference.

April :

May : A Commission member attended the One Room Schoolhouse Association (MORSA)meeting.

Annual Memorial Day Observance sponsored by this Commission was held. Flags passed out. The entire Commission works during this event. Approximately 550 citizens attended.

June : Annual Flag retirement was cancelled due to lack of community participation. Cook School open house

July : Cook School open house.

August: no meeting was held.

September: Cook School open house. Two picnic tables, a bench, and trash can were provided near Cook School.

October: Cook School open house. Work began on historical files.

November : Recreational Supervisor, Nicole Gerhart, attended the meeting to hear concerns about Cook School . Resignation of Commissioner Phil Whitman accepted. New file cabinet arrived

December : Commissioner John Parthum resignation was accepted by the commission.

June 10, July 15, Sept. 16, Oct. 14 The Commission held open house at the Cook Schoolhouse for the community. Members take turns rotating to host this event. Modest donations were received from visitors. During the year members periodically check the schoolhouse facility for cleanliness and temperature settings. The commission also submits information and dates for the City Calendar and the Up Date publication. Commission members contributed many hours to organize and file the Historical Commission records currently held in the basement of City Offices. The commission responded to several requests for research into the city archives this year.

Approved 2-08-2018 all Ayes

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza
Grosse Pointe Woods, MI 48236

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NOV 30 2017
CITY OF GROSSE PTE. WOODS

BIOGRAPHICAL SKETCH

CC: Mayor
Commission
File

✓ I am interested in making application to serve as a member on the following Board/Commission:

	Beautification Commission		Building Authority
	Board of Review		Community Tree Commission
	Citizens' Recreation Commission		Downspout Board of Appeals
	Construction Board of Appeals	X	Historical Commission
	Community Events Committee		Mack Avenue Business Study Committee
	Local Officers' Compensation Commission		Planning Commission
	Pension Board		Other:
	Senior Citizens' Commission		

NAME: GEORGE BAILEY

ADDRESS: 1155 HAMPTON RD.

TELEPHONE: Home: 9726798829 Office:

E-Mail: george@bailey-built.com

OCCUPATION: ARCHITECT

OF YEARS RESIDENT OF GROSSE POINTE WOODS: Less than 1 yr

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:
Detail Oriented, STUDENT OF HISTORY OF ALL KINDS

EDUCATION: MASTER OF ARCHITECTURE

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: NCARB

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD: I believe that my background as an Architect, with an eye for detail and history would serve the commission well.

Signature of sponsor

Signature of applicant

Date: 11-30-2017

Return to Clerk's Office

NOTE: Biographical sketches will be retained on file for one year. Please resubmit a new form after that time.

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MAR 02 2018
CITY OF GROSSE PTE. WOODS

GROSSE POINTE WOODS TREE COMMISSION MEETING MINUTES 6
DECEMBER 2017 REVISED

approved by commission on 3-7-18

MINUTES OF THE COMMUNITY TREE COMMISSION OF THE CITY OF GROSSE POINTE WOODS HELD ON WEDNESDAY 6 DEC 17, IN THE CONFERENCE ROOM, 20025 MACK PLAZA, GROSSE POINTE WOODS MICHIGAN.

MEMBERS PRESENT: STEVE CHAN, MARY ELLEN MEYERING, TIM BUTLER, PETER GROSCHNER, RANDY RENNPAGE, JOE BACKER, ED GAFFNEY, BOB GREENING.

ALSO PRESENT: GEORGE HATHAWAY (GUEST), RICHARD SHETLER NEW COUNCIL REPRESENTATIVE.

MEMBERS EXCUSED: LAURA GASKIN, JOE PROFETA.

THE CHAIR CALLED THE MEETING TO ORDER AT 7:30 PM.

MOTION BY PETER GROSCHNER SECONDED BY RANDY RENNPAGE, THAT ALL ITEMS ON TONIGHT'S AGENDA BE RECEIVED, PLACED ON FILE, AND TAKEN IN ORDER OF APPEARANCE. MOTION CARRIED BY THE FOLLOWING VOTE: YES: CHAN, MEYERING, BUTLER, GROSCHNER, RENNPAGE, BACKER, GAFFNEY AND GREENING. NO: NONE. ABSENT: TWO.

MOTION BY JOE BACKER, SECONDED BY TIM BUTLER TO APPROVE THE MINUTES OF THE MEETING OF 1 NOV 17 AS SUBMITTED. MOTION CARRIED BY THE FOLLOWING VOTE: YES: CHAN, BUTLER, BACKER, GAFFNEY, GROSCHNER, MEYERING, GREENING AND RENNPAGE. NO: NONE. ABSENT: TWO.

TREASURER'S REPORT: REPORT BY TIM BUTLER $ 970.20 DOLLARS CHEQUE HAS BEEN PAID FOR THE PURCHASE OF THE ARBOR DAY TREES TO BE DISTRIBUTED TO THE GRADE THREE STUDENTS. THIS LEAVES $864.80 AS THE BALANCE REMAINING THROUGH 30 JUNE 2018.

NOTE

OLD BUSINESS: GEORGE HATHAWAY WAS INTRODUCED TO THE TREE COMMISSION BY BOB GREENING. MEMBERS VOTED UNANIMOUSLY TO RECOMMEND TO THE MAYOR AND COUNCIL TO APPROVE AND APPOINT GEORGE AS A NEW MEMBER OF THE TREE COMMISSION.

MOTION MADE BY CHAIRMAN CHAN, SECONDED BY GREENING TO SUSPEND THE MEETING OF THE TREE COMMISSION FOR JANUARY 2018. THIS MOTION PASSED UNANIMOUSLY.

NEW BUSINESS: THEME FOR POSTERS WAS PROPOSED BY MICHIGAN ALLIENCE GROUP. THEME WOULD BE "TREES FOR LIFE". AFTER DISCUSSION THE COMMISSION WILL STICK WITH OUR CURRENT SLOGAN, BELIEVING IT MOST APPROPRIATE FOR OUR GRADE 3 STUDENTS.

COUNCIL REP BRIEFED THE COMMISSION ON THE ON GOING WORK OF COUNCIL.

MOTION TO ADJOURN AT 8:45 PM MADE BY GAFFNEY SECONDED BY GROSCHNER PASSED UNANIMOUSLY.

RESPECTFULY SUBMITTED WITH THE HELP OF BOB GREENING BY: LAURA GASKIN .

OFFICE HELD: SECRETARY CELL PHONE: 313 808 0948

cc: Mayor
Commission
file
Pages

CITY OF GROSSE POINTE WOODS

20025 Mack Plaza
Grosse Pointe Woods, MI 48236

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OCT 27 2017
CITY OF GROSSE PTE. WOODS

BIOGRAPHICAL SKETCH

✓ I am interested in making application to serve as a member on the following Board/Commission:

	Beautification Commission		Building Authority
	Board of Review	X	Community Tree Commission
	Citizens' Recreation Commission		Downspout Board of Appeals
	Construction Board of Appeals		Historical Commission
	Community Events Committee		Mack Avenue Business Study Committee
	Local Officers' Compensation Commission		Planning Commission
	Pension Board		Other:
	Senior Citizens' Commission		

NAME: George Hathaway

ADDRESS: 1295 Fairholme

TELEPHONE: Home: 313-884-9374 Office:

E-Mail: ghhath93@comcast.net

OCCUPATION: retired

OF YEARS RESIDENT OF GROSSE POINTE WOODS: 44

PERSONAL SKILLS OR AREAS OF EXPERTISE RELATIVE TO THE COMMISSION:

real estate attny

EDUCATION: Bachelor of Electrical Engineering, J.D.

PROFESSIONAL / SERVICE CLUB AFFILIATIONS: GP Senior Mens Club

DESCRIBE WHY YOU WOULD BE AN ASSET TO THE COMMISSION/BOARD:

long time resident and interested in maintaing community

Signature of sponsor

George H. Hathaway
Signature of applicant

Date: October 26, 2017

Return to Clerk's Office

NOTE: Biographical sketches will be retained on file for one year. Please resubmit a new form after that time.

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GROSSE POINTE WOODS TREE COMMISSION
MEETING MINUTES OF 7 FEBRUARY, 2018

RECEIVED
MAR 01 2018
CITY OF GROSSE PTE. WOODS

CHAIRMAN STEVE CHAN CALLED THE MEETING TO ORDER AT 7:45 PM

approved by commission on 3-7-18

PRESENT: George Hathaway	**ABSENT: Laura Gaskin**
Robert Greening	Tim Butler
Randy Rennpage	Joe Backer
Jeff Profeta	Ed Gaffney
Steve Chan	Peter Groschner
	Mary Ellen Meyering

Richard Shetler council representative was also present.

The Tree Commission did not have a quorum for the 7 Feb 2018 meeting, therefore no action was taken.

Adjournment:

The February 7th meeting was adjourned at 8:48 pm.

Submitted by: Laura Gaskin, Secretary, 313 808 0948

7A

CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

Memorandum

RECEIVED
MAR - 5 2018
CITY OF GROSSE PTE. WOODS

DATE: March 19, 2018

TO: City Council

FROM: Cathrene Behrens, Treasurer/Comptroller

SUBJECT: State Report 5584 – Protecting Local Government Retirement and Benefits Act Application for Waiver and Plan: RHC

Please find attached the completed Application for Waiver and Plan for the City of Grosse Pointe Woods Retiree Health Care Plan now required by the State of Michigan as part of Public Act 202 of 2017.

The form has been completed by staff and provides a brief explanation of current obligations for retirees of the City for Retiree Health Care and regarding promises made for future City retirees. The City received notification of this requirement on March 1, 2018 and the form is required by the State no later than 45 days from this date.

Documentation is required with this filing, indicating that the governing body has reviewed and approved this report.

Recommendation:

I am requesting Council approval and immediately certify the council motion in order to file the attached report as presented, with the State of Michigan, following the council meeting.

Protecting Local Government Retirement and Benefits Act Application for Waiver and Plan: Retirement Health Benefit Systems

Issued under authority of Public Act 202 of 2017.

1. MUNICIPALITY INFORMATION

Local Unit Name: City of Grosse Pointe Woods Six-Digit Muni Code: 822130

Retirement Health Benefit System Name: City of Grosse Pointe Woods Retiree Health Care Plan

Contact Name (Administrative Officer): Cathrene Behrens

Title if not Administrative Officer: Treasurer/Comptroller

Email: cbehrens@gpwmi.us Telephone: (313) 343-2604

2. GENERAL INFORMATION

Application for Waiver and Plan: This Application for Waiver and Plan may be filed by any local unit of government with at least one retirement health benefit system that has triggered a preliminary review of underfunded status. In accordance with Public Act 202 of 2017 (the Act), if the state treasurer determines that the underfunded status is adequately being addressed by the local unit of government, the state treasurer shall issue a waiver of the determination of underfunded status. If requesting a waiver, you must submit a separate and unique application for each underfunded retirement system as determined by the *2017 Retirement System Annual Report* (Form 5572).

Due Date: The local unit of government has **45 days from the date of notification** to complete and file the Application for Waiver and Plan. Failure to file within 45 days will result in a determination of underfunded status for your local unit of government as defined by the Act, and your local unit of government will be required to submit a corrective action plan to the Municipal Stability Board for approval.

Filing: This Application for Waiver and Plan must be approved by the local government's administrative officer and its governing body. ***You must provide proof of your governing body approving this Application for Waiver and Plan and attach the documentation as a separate PDF document.*** Failure to provide documentation that demonstrates approval from your governing body will automatically result in a denial of the waiver application.

The completed application must be submitted via email to LocalRetirementReporting@michigan.gov. **If you have multiple underfunded retirement systems, you are required to complete separate applications and send a separate email for each underfunded system.** Please attach each application as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Waiver-2017, Local Unit Name, Retirement System Name** (e.g. Waiver-2017, City of Lansing, Employees' Retirement System OPEB Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Considerations for Waiver: A successful Application for Waiver and Plan will demonstrate what your local unit **has already done** to adequately address its underfunded status. Prospective solutions will not be granted merit in determining the outcome of the waiver application (e.g. future amendments to collective bargaining agreements, upcoming millage proposals, potential budget changes, etc.). However, Treasury may consider additional ongoing funding dedicated to your retirement system if those commitments have been formally enacted by the governing body and can be documented. Section three of this waiver application allows the local unit of government to enter a brief description

of prior actions that have already been implemented to adequately address its underfunded status. For purposes of Sec. 6.(1) of the Act, this application will also be considered the plan.

Underfunded status for a retirement health system is defined as being less than 40% funded according to the most recent audited financial statements, and, if the local unit of government is a city, village, township, or county, the annual required contribution for all of the retirement health systems of the local unit of government is greater than 12% of the local unit of government's annual governmental fund revenues, based on the most recent fiscal year.

3. DESCRIPTION OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement **system** as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local unit of government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Note: Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

☒ **System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

Sample Statement: *Benefit levels of the retired membership mirrors the current collective bargaining agreement for each class of employee. On **January 1, 2017**, the local unit entered into new collective bargaining agreements with the **Command Officers Association** and **Internal Association of Firefighters** that increased employee co-payments and deductibles for healthcare. These coverage changes resulted in an improvement to the retirement system's funded ratio. Please see page **12** of the attached actuarial analysis that indicates the system is **40%** funded as of **June 30, 2017**.*

Enter System Design Statement here:

The following changes have been put into place effective 2008. For active Employees hired prior to August 1, 2008, the retiree healthcare contributions listed below shall commence in April, 2011. These contributions will be through payroll deduction under a salary reduction agreement and pro-rated monthly. Employee contributions shall be placed in a retiree healthcare arrangement as determined and adopted by the City. Employees hired after August 1, 2008 are not entitled to the healthcare benefits presently provided to retirees/spouses. The City will contribute to a plan on behalf of each new Employee for each month in which the Employee is compensated for at least 150 hours $150.00 per month effective August 1, 2009 thereafter). Employee accounts will be invested in a qualified Retiree Health Coverage Arrangement under the provisions of the Internal Revenue Code which will permit application of a vesting schedule to retiree benefits.

☒ **Additional Funding –** Additional funding may include the following: voluntary contributions above the annual required contribution, bonding, millage increases, restricted funds, etc.

Sample Statement: *The local unit created a qualified trust to receive, invest, and accumulate assets for retirement healthcare on **June 23, 2016**. The local unit of government has adopted a policy to change its funding methodology from Pay-*

*Go to full funding of the Annual Required Contribution (ARC). Additionally, the local unit has committed to contributing **$500,000** annually, in addition to the ARC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to **40%** by **2022.** Please see page **10** of the attached resolution from our governing body demonstrating the commitment to contribute the ARC and additional **$500,000** for the next five years.*

Enter Additional Funding Statement here:

Since fiscal year 2015-2016, the City has voluntarily contributed $50,000 to the Retiree Health Care Account held through Charles Schwab, managed by Fund Evaluation Group. Additionally $508,000 was transferred from the Employee Incentive Program Retiree Health Care account held through ICMA-RC in February 2018. This account is fully funded by employee contributions who have been promised a retiree health care benefit upon their retirement.

☐ **Other Considerations** – Other considerations may include the following: outdated Form 5572 information, enterprise fund revenue considerations, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: *The information provided on the Form 5572 from the audit used actuarial data from **2015**. Attached is an updated actuarial valuation for **2017** that shows our funded ratio has improved to **62%** as indicated on page **13**.*

Sample Statement: 50% *of our retirement liabilities are attributable to employees within our enterprise divisions as shown in the attached analysis, yet we could not include enterprise revenue as part of our governmental funds. The attached analysis shows that our revenue ratio (ARC / Total Governmental Funds) would only be **5%** when including enterprise funds within the calculation.*

Enter Other Considerations Statement here:

The City of Grosse Pointe Woods is currently managing our Retiree Health Care obligations for employees hired prior to August 1, 2008 on a pay as you go basis.

4. DOCUMENTATION ATTACHED TO THIS WAIVER APPLICATION AND PLAN

Documentation must be attached as a .pdf to this waiver application. The documentation must demonstrate the prior actions that have already been implemented to adequately address the local unit of government's underfunded status. Please ensure this documentation directly supports and highlights the systems funded ratio as entered in section three of the waiver application above. Please check all documents that are included as part of this application and attach in successive order as provided below:

Naming Convention: When attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Continued on page 4

Naming Convention	Type of Document
☒ Attachment – 1	**This Waiver Application and Plan (Required)**
☐ Attachment – 1a	**Documentation from the governing body approving the Waiver Application and Plan (Required)**
☒ Attachment – 2a	Actuarial Analysis (annual valuation, supplemental valuation, projection)
☐ Attachment – 3a	Internally Developed Projection Study
☐ Attachment – 4a	Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information).
☐ Attachment – 5a	Documentation of commitment to additional payments in future years (e.g. resolution, ordinance)
☐ Attachment – 6a	A plan that the local unit has already approved to address its underfunded status, which includes documentation of prior actions and the positive impact on the system's funded ratio
☐ Attachment – 7a	Other documentation, not categorized above

5. LOCAL UNIT OF GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF WAIVER APPLICATION AND PLAN

I Robert E. Novitke, as the government's administrative officer (*enter title*) Mayor (Ex: City/Township Manager, Executive director, Chief Executive Officer, etc.) approve this Application for Waiver and Plan. We are requesting a waiver of underfunded status, because we have already implemented substantial changes to our retirement system as described above.

I confirm to the best of my knowledge that because of the changes listed above the following statement will occur:

The **Retirement Health Benefit System listed below** will achieve a funded status of at least 40% by the Fiscal Year listed below.

Retirement Health Benefit System Name: City of Grosse Pointe Woods Fiscal Year: 2018

Signature:_____ Date:_____

Michigan Department of Treasury

5572 (01-18)

Public Act 202 of 2017 Health Care (OPEB) Report

Enter Local Unit Name	City of Grosse Pointe Woods
Enter Six-Digit Municode	822130
Fiscal Year (four-digit year only, e.g. 2017)	2017
Contact Name (Chief Financial Officer)	Bruce J. Smith
Title if not CFO	City Administrator
Contact Email Address	cbehrens@gpwmi.us
Contact Telephone Number	313.343.2604

Instructions/Questions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting. For questions, please email LocalRetirementReporting@michigan.gov. **Return this original Excel file. Do not submit a scanned image or PDF.**

Line	Description	Source of Data	Statute Reference	Plan 1	Plan 2	Plan 3	Plan 4	Plan 5
1	Provide the name of your retirement health care system	Most Recent Actuarial Valuation Report	Sec. 5(6)	City of Grosse Pointe Woods Retiree Health Care				
2	Enter retirement health care system's actuarial value of assets	Most Recent Audit Report	Sec. 5(4)(a)	50,000				
3	Enter retirement health care system's actuarial accrued liabilities	Most Recent Audit Report	Sec. 5(4)(a)	53,796,070				
4	Date (plan year ending) of valuation of system's assets and liabilities (e.g. 12/31/2016)	Most Recent Audit Report	Sec. 5(6)	6/30/16				
5	Annual required contribution (ARC)	Most Recent Audit Report	Sec. 5(4)(a)	3,320,383				
6	Governmental Fund Revenues	Most Recent Audit Report	Sec. 5(4)(a)	18,991,373				
7	Health Care Trigger Summary							
8	Is this unit a primary unit (County, Township, City, Village)?	From Municode		YES	YES	YES	YES	YES
9	Funded ratio	Calculated	Sec. 5(4)(a)	0.1%				
10	All plans combined ARC/Governmental fund revenues	Calculated	Sec. 5(4)(a)	17.5%	0.0%	0.0%	0.0%	0.0%
11	Does this plan trigger "underfunded status" as defined by PA 202 of 2017?	**Primary unit triggers:** Less than 40% funded AND greater than 12% ARC/Governmental fund revenues. **Non-Primary unit triggers:** Less than 40% funded	Sec. 5(4)(a)	YES	NO	NO	NO	NO

By emailing this report to the Michigan Department of Treasury, the local unit of government acknowledges that these statements are complete and accurate in all known respects. Act 202 of 2017 also requires the local unit of government to electronically submit the form to its governing body.

Michigan Department of Treasury
5572 (01-18)

Public Act 202 of 2017 Pension Report

Enter Local Unit Name	City of Grosse Pointe Woods
Enter Six-Digit Municode	822130
Fiscal Year (four-digit year only, e.g. 2017)	2017
Contact Name (Chief Financial Officer)	Bruce J. Smith
Title if not CFO	City Administrator
Contact Email Address	cbehrens@gpwmi.us
Contact Telephone Number	313.343.2604

Instructions/Questions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting. For questions, please email LocalRetirementReporting@michigan.gov. Return this original Excel file. Do not submit a scanned image or PDF.

Line	Description	Source of Data	Statute Reference	Plan 1	Plan 2	Plan 3	Plan 4	Plan 5
1	Provide the name of your retirement pension system	Most Recent Actuarial Valuation Report	Sec. 5(6)	City of Grosse Pointe Woods Employees Retirement System	City of Grosse Pointe Woods Supplemental Annuity Fund			
2	Enter retirement pension system's assets (plan fiduciary net position ending)	Most Recent Audit Report	Sec. 5(4)(b)	37,614,854	1,610,133			
3	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	Sec. 5(4)(b)	60,316,215	3,190,039			
4	Date (plan year ending) of valuation of system's assets and liabilities (e.g. 12/31/2016)	Most Recent Audit Report	Sec. 5(6)	6/30/17	6/30/17			
5	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	Sec. 5(4)(b)	1,076,000	290,000			
6	Governmental Fund Revenues	Most Recent Audit Report	Sec. 5(4)(b)	18,991,373	18,991,373			
7	Pension Trigger Summary							
8	Is this unit a primary unit (County, Township, City, Village)?	From Municode		YES	YES	YES	YES	YES
9	Funded ratio	Calculated	Sec. 5(4)(b)	62.4%	50.5%			
10	All plans combined ADC/Governmental fund revenues	Calculated	Sec. 5(4)(b)	7.2%	7.2%	0.0%	0.0%	0.0%
11	Does this plan trigger "underfunded status" as defined by PA 202 of 2017?	**Primary unit triggers:** Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. **Non-Primary unit triggers:** Less than 60% funded	Sec. 5(4)(b)	NO	NO	NO	NO	NO

By emailing this report to the Michigan Department of Treasury, the local unit of government acknowledges that these statements are complete and accurate in all known respects. Act 202 of 2017 also requires the local unit of government to electronically submit the report to its governing body.

7B

Lisa Hathaway

From: Berschback, Ethridge <blbwlaw@yahoo.com>
Sent: Friday, March 02, 2018 2:56 PM
To: Lisa Hathaway; Kevin Nugent
Subject: Re: Dirtbag Memorial Day Invitational

Dear Lisa and Kevin:

I reviewed the email from 2:15 p.m. today. I see that we have received a specific endorsement (amendment to the policy) which names the City of Grosse Pointe Woods as an additional insured. I also see the Certificate of Liability. I approve these documents as part of the continuing review by City Administration. Thank you.

Chip Berschback
Law Offices
24053 Jefferson Avenue
St. Clair Shores, MI 48080
586.777.0400 / 0430 fax
blbwlaw@yahoo.com

On Friday, March 2, 2018, 2:15:23 PM EST, Kevin Nugent <kpnugent@comcast.net> wrote:

Hello Lisa,

Thank you in advance for considering our event again this year.
Attached are the insurance requests that were specified by the city.
There are copies of the liability insurance certificates and the addendums>

Tournament Details
We charge $375 per team. The revenue collected for each team is applied to the following:
Game Baseballs
Chalk
Umpire Fees
Trophies for each division winner and runner-up
Medals for each member of each winner and runner-up
Information signage at the event
Additional equipment as necessary, for example, the 7U division requires a spring loaded catapult and temporary mounds.

Any proceeds after expenses are held by in trust by Lakeside Baseball Youth Sports Foundation, who generously donates to each little league and provides free programs to area kids, for example, the free softball clinic to all the Grosse Pointe and Harper Woods Little Leagues on March 3.
We collect very little over expenses.

Sincerely,

Kevin P. Nugent

Lisa Hathaway

From: Kevin Nugent <kpnugent@comcast.net>
Sent: Friday, March 02, 2018 2:15 PM
To: Lisa Hathaway
Cc: Charles Berschback; kpnugent@comcast.net
Subject: Dirtbag Memorial Day Invitational
Attachments: LBYSFIRS.PDF; Grosse pointe woods addendum.pdf; Proof of Insurance.pdf; additionally insured GP SCHOOLS.pdf; additionally insured LBC.pdf; additionally insured ULS.pdf; evidence of coverage.pdf

Hello Lisa,

Thank you in advance for considering our event again this year.
Attached are the insurance requests that were specified by the city.
There are copies of the liability insurance certificates and the addendums>

Tournament Details
We charge $375 per team. The revenue collected for each team is applied to the following:
Game Baseballs
Chalk
Umpire Fees
Trophies for each division winner and runner-up Medals for each member of each winner and runner-up Information signage at the event Additional equipment as necessary, for example, the 7U division requires a spring loaded catapult and temporary mounds.

Any proceeds after expenses are held by in trust by Lakeside Baseball Youth Sports Foundation, who generously donates to each little league and provides free programs to area kids, for example, the free softball clinic to all the Grosse Pointe and Harper Woods Little Leagues on March 3.
We collect very little over expenses.

Sincerely,

Kevin P. Nugent
Lakeside Baseball Youth Sports Foundation
292 Mt. Vernon
Grosse Pointe Farms, MI 48236
313 231 9926

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 23 2015

LAKESIDE BASEBALL YOUTH SPORTS
FOUNDATION
C/O KEVIN NUGENT
292 MT VERNON
GROSSE POINTE FARMS, MI 48236

Employer Identification Number:
47-4819917
DLN:
17053274313015
Contact Person:
JULIE CHEN ID# 31261
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
August 13, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

IRS Department of the Treasury
Internal Revenue Service
P.O. BOX 2508
CINCINNATI OH 45201

In reply refer to: 9999999999
Oct. 15, 2015 LTR 3367C SO
47-4819917 000000 00
00023227
BODC: TE

LAKESIDE BASEBALL YOUTH SPORTS
FOUNDATION
C/O KEVIN NUGENT
292 MT VERNON
GROSSE POINTE FARMS MI 48236

010980

Employer identification number: 47-4819917
Tax form: 1023
Document locator number: 17053-274-31301-5
For assistance, call: 1-877-829-5500

Dear Applicant,

We received your application for exemption from federal income tax and your user fee payment.

During the initial review process, applications for exemption are separated into two groups:

1. Those that can be processed based on information submitted
2. Those that require additional information to be processed

If your application falls in the first group you'll receive a determination letter within approximately 90 days from the date of this notice stating that you re exempt from federal income tax.

If your application falls in the second group, you'll be contacted when your application has been assigned to an Exempt Organizations specialist for review. You can expect to be contacted within approximately 180 days from the date of this notice. After 180 days, if you haven't been notified your application was assigned to a specialist, you can contact Customer Account Services Monday through Friday at the toll-free number shown above to check on its status. The individual calling on your behalf will need the following information:

* Your name
* Your employer identification number (EIN)
* The document locator number listed above and assigned to your request
* A proper power of attorney submitted with your exemption application, unless the individual calling is an officer or director and legally authorized to represent you

The IRS doesn't issue "tax-exempt numbers" or "tax-exempt certificates" for state or local sales or income taxes. If you need exemption from these taxes, contact your state or local tax offices.

Most organizations are required to file an annual information return

IRS Department of the Treasury
Internal Revenue Service
P.O. BOX 2508
CINCINNATI OH 45201

010980.450308.153597.19402 1 AB 0.416 536

LAKESIDE BASEBALL YOUTH SPORTS
FOUNDATION
C/O KEVIN NUGENT
292 MT VERNON
GROSSE POINTE FARMS MI 48236

)10980

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
K&K Insurance Group, Inc.
1712 Magnavox Way
Fort Wayne IN 46804

CONTACT NAME: Mass Merchandising Underwriting
PHONE (A/C, No, Ext): 1-800-426-2889 FAX (A/C, No): 1-260-459-5105
E-MAIL ADDRESS: info@sportsinsurance-kk.com
PRODUCER CUSTOMER ID:

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Nationwide Mutual Insurance Company	23787
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
Lakeside Baseball Youth Sports Foundation
DBA: LBC Dirtbags
292 Mt. Vernon
Grosse Pointe Farms, MI 48236
A Member of the Sports, Leisure & Entertainment RPG

COVERAGES **CERTIFICATE NUMBER:** W01184191 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X		6BRPG0000006055600	05/25/2018 12:01 AM EDT	05/28/2018 12:01 AM	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE / X OCCUR						DAMAGE TO RENTED PREMISES (Ea Occurrence)	$1,000,000
							MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$5,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS – COMP/OP AGG	$1,000,000
	POLICY / PRO-JECT / LOC						PROFESSIONAL LIABILITY	
	OTHER:						LEGAL LIAB TO PARTICIPANTS	$1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	ANY AUTO						BODILY INJURY (Per person)	
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	
	NOT PROVIDED WHILE IN HAWAII							
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	
	DED / RETENTION							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A					PER STATUTE / OTHER	
	ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N						E.L. EACH ACCIDENT	
							E.L. DISEASE – EA EMPLOYEE	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE – POLICY LIMIT	
A	MEDICAL PAYMENTS FOR PARTICIPANTS			6BRPG0000006055600	05/25/2018 12:01 AM EDT	05/28/2018 12:01 AM	PRIMARY MEDICAL	
							EXCESS MEDICAL	$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Legal Liability to Participants (LLP) limit is a per occurrence limit.
Event Name: Dirtbag Memorial Day Invitational, Event Type: Event Date: 05/25/2018 to 05/27/2018
Event Location: GP Public Schools, 389 St. Clair, Grosse Pointe, Michigan 48236
Event Location: City of G.P. Woods, 20025 Mack Plaza Dr., Grosse Pointe Woods, Michigan 48230
The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

CERTIFICATE HOLDER
Grosse Pointe Public Schools
389 St. Clair
Grosse Pointe, MI 48236
(Co-promoter)

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Scott Turkel

Coverage is only extended to U.S. events and activities.
** NOTICE TO TEXAS INSUREDS: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

POLICY CHANGES

Policy Change
Number 1

POLICY NUMBER	POLICY CHANGES EFFECTIVE	COMPANY
6BRPG0000006055600	05/25/18	Nationwide Mutual Insurance Company
NAMED INSURED Lakeside Baseball Youth Sports Foundation DBA: LBC Dirtbags		AUTHORIZED REPRESENTATIVE K&K Insurance Group, Inc.
COVERAGE PARTS AFFECTED Common Policy Conditions		

CHANGES

Form Number: SRPG8016

[X] Add Form [ ] Delete Form [ ] Amend Form as Follows:

CP# 2506

Authorized Representative Signature

POLICY NUMBER: 6BRPG0000006055600

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CANCELLATION

This endorsement modifies insurance under the following:

COMMON POLICY CONDITIONS, A. Cancellation, 2.b. is deleted and replaced by:

30 days before the effective date of cancellation if we cancel for any other reason.

This endorsement applies only to the insureds designated below:

Named Insured: Lakeside Baseball Youth Sports Foundation
DBA: LBC Dirtbags

Additional Insured: City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236

Ref: CP# 2506

Effective: 5/25/18 to 5/28/18

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
City of Grosse Pointe Woods 20025 Mack Plaza Grosse Pointe Woods, MI 48236 Ref: Lakeside Baseball Youth Sports Foundation DBA: LBC Dirtbags Ref: CP# 2506
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

8A

CITY OF GROSSE POINTE WOODS
INFORMATION TECHNOLOGY
MEMORANDUM

RECEIVED
FEB 26 2018
GROSSE PTE. WOODS

DATE: February 26, 2018

TO: Bruce J. Smith, City Administrator

CC:

FROM: Gary Capps, Information Technology Manager

SUBJECT: Server Replacements

As you are aware, several of City's Server class computer systems are over 10 years. They have long exceeded their intended life cycle and they are aging more and more as time moves on. We have had to replace one of the Domain Controllers, which failed, by using a temporary PC. These servers are essential to our current operations.

I have included funds in the 2017-2018 budget to replace 4 of the servers. 3 of these servers are Domain Controllers which hold the directory of our computer and user accounts as well as other resources used for security, authentication, IP addressing, and DNS queries. The 4th server is a replacement for our Parks and Recreation software, Recpro. Please find the attached quote for 4 Dell Servers.

I recommend purchasing the computers from **Dell Computer Corporation One Dell Way, Mail Stop 8129, Round Rock, Texas 78682** in an amount not to exceed $13,153.89 for the replacements of the servers including shipping from the following accounts:

101855970.000	1 Application Server- Recpro	$4,811.14
101855970.000	1 Domain Controller- City Hall	$2,702.59
101855970.000	1 Domain Controller- Parks and Rec	$2,702.59
101855970.000	1 Domain Controller- Public Works	$2,702.59

Recommend approval of the above stated and I do not believe any benefit will accrue to the City to seek further competitive bids.

Bruce J. Smith, City Administrator — Date: 2/26/2018

I hereby certify that encumbered funds are available for the above purchase, and that the account number has been verified.

City Treasurer/Comptroller — Date: 2/26/18

Council Approval Required

DELL EMC

A quote for your consideration!

Total: $13,153.89

Based on your business needs, we put the following quote together to help with your purchase decision. Please review your quote details below, then contact your sales rep when you're ready to place your order.

Quote number:	Quote date:	Quote expiration:	Solution ID:	Deal ID:
3000022625016.1	Feb. 26, 2018	Mar. 28, 2018	9230457	14521767

Company name:	Customer number:	Phone:
CITY OF GROSSE POINTE WOODS	14695717	(313) 343-2525

Sales rep information:

Nathan Caperton
Nathan_Caperton@Dell.com
(800) 456-3355
Ext: 5132110

Billing Information:

CITY OF GROSSE POINTE WOODS
20025 MACK PLAZA DR
GROSSE POINTE WOODS
MI 48236-2343
US
(313) 343-2525

RECEIVED
FEB 26 2018
CITY OF GROSSE PTE. WOODS
INFORMATION TECHNOLOGY

Pricing Summary

Item	Qty	Unit Price	Subtotal
PowerEdge R430 APP server	1	$4,811.14	$4,811.14
PowerEdge R430 - [dellstar_11598]	3	$2,702.59	$8,107.77
		Subtotal:	$12,918.91
		Shipping:	$234.98
		Environmental Fees:	$0.00
		Non-Taxable Amount:	$13,153.89
		Taxable Amount:	$0.00
		Estimated Tax:	$0.00
		Total:	$13,153.89

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

8B

CITY OF GROSSE POINTE WOODS

Office of the City Administrator

Memorandum

RECEIVED
MAR 16 2018
CITY OF GROSSE PTE. WOODS

DATE: March 15, 2018

TO: Mayor and Council

FROM: Bruce Smith

SUBJECT: Road Construction Project

At the Committee-of-the-Whole meeting on March 12, 2018, I was asked by Council to contact the City Engineer Scott Lockwood and ask him to prepare an estimate of costs to complete road construction projects on Anita, Brys, Stanhope and Lochmoor as stated in his road construction recommendation plan. Mr. Lockwood said he has completed reviewing the construction costs and emailed a revised estimate, which was lower than the first estimate. This was due to a revised reduced road estimate and the removal of inflation costs that were in his initial plan. Further, he suggested adding in an additional section of Lochmoor from Sunningdale Park to Holiday Road which would be in need of repair after construction traffic when the other sections are completed. The revised cost estimate along with his reasons for the added section of Lochmoor are attached. The construction costs are estimated at $1,971,993.00, and engineering costs are listed at $383,066.00. The total cost for this described project is estimated at $2,355,059.00.

It is my recommendation for the Council to approve the road construction projects detailed in the City Engineer's email dated March 15, 2018, and authorize him to prepare the required construction/engineering documents to solicit sealed bids for the projects. Because this is not a budgeted item, funds for the project would have to come from the Prior Year's Reserves Fund Account #101-000-395.000 and be transferred into the Local Streets Account #203-000-699.101 in the amount of the $383,066.00 to cover the engineering fees. Construction costs will be transferred once the project is approved.

APPROVED FOR COUNCIL CONSIDERATION: _____
City Administrator Signature

FUND CERTIFICATION:
A budget amendment is required from Account No. 101-000-395.000 into Account No. 209-000-699.101 in the amount of $383,066.00, and that the account number has been verified.

_____
Treasurer/Comptroller Signature

Lisa Hathaway

From: Lisa Hathaway
Sent: Friday, March 16, 2018 1:09 PM
To: Lisa Hathaway
Subject: FW: Road Program
Attachments: 2018 Projects.pdf

See below.

Lisa Kay Hathaway, CMMC/MMC
City Clerk/F.O.I.A. Coordinator
City of Grosse Pointe Woods
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
313 343-2447
313 343-5667 (Fax)

Director-Michigan Association of Municipal Clerks (MAMC)
Chair - MAMC Membership/CMMC Program
Member - MAMC Legislative Committee

From: Scott Lockwood [mailto:slockwood@aewinc.com]
Sent: Friday, March 16, 2018 12:58 PM
To: Bruce Smith <bsmith@gpwmi.us>
Cc: Frank Schulte <fschulte@gpwmi.us>; Ross Wilberding <rwilberding@aewinc.com>; Cathy Behrens <cbehrens@gpwmi.us>; Lisa Hathaway <LHathaway@gpwmi.us>
Subject: RE: Road Program

Good afternoon,
Please see the revised table which removes the design cost for the Brys section which was already designed (but not constructed) with the 2017 Road Program.

Scott Lockwood, PE
Executive Vice President

Anderson, Eckstein and Westrick, Inc.
51301 Schoenherr Road, Shelby Twp., MI 48315
Phone: 586-726-1234 Fax No: 586-726-8780
E-mail: slockwood@aewinc.com

Engineering Strong Communities

From: Scott Lockwood
Sent: Friday, March 16, 2018 11:59 AM
To: 'Bruce Smith' <bsmith@gpwmi.us>
Cc: 'Frank Schulte (fschulte@gpwmi.us)' <fschulte@gpwmi.us>; Ross Wilberding <rwilberding@aewinc.com>; 'Cathy Behrens' <cbehrens@gpwmi.us>; 'Lisa Hathaway' <LHathaway@gpwmi.us>
Subject: RE: Road Program

Road Section	From	To	Inv	Treatment	Area	Construction Cost	Design	CE Cost	Total Cost
Stanhope	Chester	WCL	0	Reconstruct	5000	$604,167	$36,250	$84,583	$725,000
Anita	WCL	Mack	0	Resurface	4200	$324,450	$19,467	$45,423	$389,340
Brys	Helen	Mack	0	Resurface	2445	$188,876	$0	$26,443	$215,319
Lochmoor	Holiday	Milk River	1	Resurface	1890	$141,750	$8,505	$19,845	$170,100
Lochmoor	Milk River	Fairway	1	Resurface	3930	$294,750	$17,685	$41,265	$353,700
Lochmoor Blvd.	Sunningdale Park	Holiday Road	4	Resurface	5573	$418,000	$25,080	$58,520	$501,600
						$1,971,993	**$106,987**	$276,079	$2,355,059

Design for this project was completed with the 2017 Road Program

Good afternoon Bruce,
In reference to the preceding email and our subsequent discussion, following is a revised table. The primary modification is the addition of Lochmoor from Sunningdale to Holiday. As we had discussed, if the other sections of Lochmoor were going to be completed it would make the most sense to do this section at the same time. This practice would capture the best price due to proximity and there is also concern that construction traffic would leave this section of Lochmoor in an extremely deteriorated condition. In order to proceed with the project through the bidding process, the estimated design fee is $118,320 in bold below. Please contact me with any questions or comments. Thanks,

Road Section	From	To	Inv	Treatment	Area	Construction Cost	Design	CE Cost	Total Cost
Stanhope	Chester	WCL	0	Reconstruct	5000	$604,167	$36,250	$84,583	$725,000
Anita	WCL	Mack	0	Resurface	4200	$324,450	$19,467	$45,423	$389,340
Brys	Helen	Mack	0	Resurface	2445	$188,876	-0- ~~$11,333~~	$26,443	~~$226,652~~ 215,319
Lochmoor	Holiday	Milk River	1	Resurface	1890	$141,750	$8,505	$19,845	$170,100
Lochmoor	Milk River	Fairway	1	Resurface	3930	$294,750	$17,685	$41,265	$353,700
Lochmoor Blvd.	Sunningdale Park	Holiday Road	4	Resurface	5573	$418,000	$25,080	$58,520	$501,600
						$1,971,993	~~$118,320~~ 106,987	$276,079	~~$2,366,392~~ 2,355,059

Scott Lockwood, PE
Executive Vice President

Anderson, Eckstein and Westrick, Inc.
51301 Schoenherr Road, Shelby Twp., MI 48315
Phone: 586-726-1234 Fax No: 586-726-8780
E-mail: slockwood@aewinc.com

Engineering Strong Communities

From: Scott Lockwood
Sent: Tuesday, March 13, 2018 5:21 PM
To: Bruce Smith <bsmith@gpwmi.us>
Cc: Frank Schulte (fschulte@gpwmi.us) <fschulte@gpwmi.us>; Ross Wilberding <rwilberding@aewinc.com>
Subject: Road Program

Good afternoon Bruce,

I spoke last night and this morning with Frank. He had indicated there was a desire to proceed with the following road sections. Included in the following breakdown(modified excerpt from the 10 year pavement Capital Improvement Plan) is estimated cost for construction, design and construction engineering (CE) and total cost. Please note Lochmoor costs went down from the Capital Improvement Plan number by the estimated 3% inflation over 2 years and there was a data error for the section of Lochmoor from Holiday to Milk River (changed area from 4050 sy to 1890 sy). In order to proceed with the project through the bidding process, the estimated design fee is $111,887, in bold below. Please contact me with any questions or comments. Thanks,

Road Section	From	To	Inv	Treatment	Area	Construction Cost	Design	CE Cost	Total Cost
Stanhope	Chester	WCL	0	Reconstruct	5000	$594,500	$43,500	$87,000	$725,000
Anita	WCL	Mack	0	Resurface	4200	$319,259	$23,360	$46,721	$389,340
Brys	Helen	Mack	0	Resurface	2445	$185,854	$13,599	$27,198	$226,652
Lochmoor	Holiday	Milk River	1	Resurface	1890	$139,482	$10,206	$20,412	$170,100
Lochmoor	Milk River	Fairway	1	Resurface	3930	$290,034	$21,222	$42,444	$353,700
						$1,529,129	**$111,887**	$223,775	$1,864,792

Scott Lockwood, PE
Executive Vice President

Anderson, Eckstein and Westrick, Inc.
51301 Schoenherr Road, Shelby Twp., MI 48315
Phone: 586-726-1234 Fax No: 586-726-8780
E-mail: slockwood@aewinc.com

Engineering Strong Communities

FUND BALANCE ANALYSIS

	General Fund
UNASSIGNED FUND BALANCE 6/30/2017	$ 6,255,011

Stanhope (Chester to WCL)	$ (725,000)	$ (725,000)	$ (725,000)	$ (725,000)	$ (725,000)	$ (725,000)
Anita (WCL to Mack	$ (389,340)	$ (389,340)	$ (389,340)	$ (389,340)	$ (389,340)	
Brys (Helen to Mack)	$ (226,652)	$ (226,652)	$ (226,652)	$ (226,652)		
Lochmoor (Holiday to Milk River)	$ (170,100)	$ (170,100)	$ (170,100)			
Lochmoor (Milk River to Fairway)	$ (353,700)	$ (353,700)				
Lochmoor Blvd (Sunningdale Park to Holiday)	$ (501,600)					
Proposed Road Re-Surface Costs	$ (2,366,392)	$ (1,864,792)	$ (1,511,092)	$ (1,340,992)	$ (1,114,340)	$ (725,000)
Remaining Fund Balance	**$ 3,888,619**	**$ 4,390,219**	**$ 4,743,919**	**$ 4,914,019**	**$ 5,140,671**	**$ 5,530,011**
GENERAL FUND EXPENDITURES	**$ 12,809,347**	**$ 12,809,347**	**$ 12,809,347**	**$ 12,809,347**	**$ 12,809,347**	**$ 12,809,347**
FB % Remaining	**30.358%**	**34.274%**	**37.035%**	**38.363%**	**40.132%**	**43.172%**

POTENTIAL OTHER FUND BALANCE RESOURCES FOR ROADS							
Major Road Fund	Local Road (GF)	Road Bond Fund	2015 Road Bond Construction	Grosse-Gratiot Drain Fund	Municipal Improvement Fund	Parking Fund	Water/Sewer Fund
$ 447,755	$ 451,642	$ (33,214)	$ 2,334,333	$ 2,442,048	$ 23,158	$ 1,282,365	$ 7,670,812

9A

CITY OF GROSSE POINTE WOODS

PROCLAMATION

WHEREAS, the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945 – six million were murdered; Roma (Gypsies), people with disabilities, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons; and millions more, including homosexuals, Jehovah's Witnesses, Soviet prisoners of war, and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

WHEREAS, the history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments; and

WHEREAS, we the people of the City of Grosse Pointe Woods should always remember the terrible events of the Holocaust and remain vigilant against hatred, persecution, and tyranny; and

WHEREAS, we the people of the City of Grosse Pointe Woods should actively rededicate ourselves to the principles of individual freedom in a just society; and

WHEREAS, the Days of Remembrance have been set aside for the people of the City of Grosse Pointe Woods to remember the victims of the Holocaust as well as to reflect on the need for respect of all peoples; and

WHEREAS, pursuant to an Act of Congress (Public Law 96-388, October 7, 1980), the United States Holocaust Memorial Council designates the Days of Remembrance of the Victims of the Holocaust to be Sunday, April 8, through Sunday, April 15, 2018, including the Day of Remembrance known as Yom Hashoah, Thursday, April 12, 2018.

NOW, THEREFORE, I, ROBERT E. NOVITKE, Mayor of the City of Grosse Pointe Woods, Michigan, do hereby proclaim the week of Sunday, April 8, through Sunday, April 15, 2018, as Days of Remembrance in memory of the victims of the Holocaust and in honor of the survivors as well as the rescuers and liberators, and further proclaim that we, as citizens of the City of Grosse Pointe Woods, should work to promote human dignity and confront hate whenever and wherever it occurs.

_____

Mayor Robert E. Novitke
March 19, 2018

10A

CITY OF GROSSE POINTE WOODS

Office of the Treasurer/Comptroller

Memorandum

RECEIVED
MAR 14 2018
CITY OF GROSSE PTE. WOODS

DATE: March 19, 2018

TO: Mayor Novitke and City Council

FROM: Cathrene Behrens, Treasurer/Comptroller

SUBJECT: Property Transfer Affidavit Fines Clarification

MCL 211.27a (10), requires that a buyer, grantee or other transferee of a property notify the appropriate assessing office within 45 days when a transfer occurs.

MCL 211.27b (1) (c) authorizes a fine be levied on property classified as either real industrial property or real commercial property in an amount of $20.00 per day up to a maximum of $1,000.

MCL 211.27b(1)(d) authorizes a fine to be levied on property classified as all other real property not classified as real industrial or real commercial in an amount of $5.00 per day up to a maximum of $200.00.

Adoption of the attached resolution allows the City to waive property transfer affidavit fines on all "real" property within the City. The State of Michigan does not penalize municipalities in any way for not assessing this fine and 100% of any fines assessed are retained by the individual municipalities. Section 211.27b (5) states "the governing body of a local tax collecting unit may waive, by resolution, the penalty levied under subsection (1) (c) or (d).

Recommendation

I am respectfully requesting City Council approve the attached resolution regarding the "Waiver of Penalties for Failure to File Residential, Commercial, Industrial and all other "Real" Property Transfer Affidavits" on property within the City of Grosse Pointe Woods.

CITY OF GROSSE POINTE WOODS
WAYNE COUNTY, MICHIGAN

WAIVER OF PENALTIES FOR FAILURE TO FILE RESIDENTIAL, COMMERCIAL, INDUSTRIAL AND ALL OTHER "REAL" PROPERTY TRANSFER AFFIDAVITS

Whereas, the City of Grosse Pointe Woods is aware that Michigan statute, MCL 211.27a(10) requires the buyer, grantee or other transferee of a property to notify the appropriate assessing office within 45 days when a transfer of ownership occurs, and

Whereas, MCL 211.27a(10) further requires that such notification be made on a form prescribed by the State Tax Commission, commonly known as a Property Transfer Affidavit (form 2766 or L-4260), and

Whereas, the City is aware that MCL 211.27b(1)(c) and (d) provides for specific penalties to be levied if the appropriate assessing office is not notified within 45 days, and

Whereas, MCL 211.27b(5) allows the governing body to waive, by resolution, the penalty levied under subsection (1)(c) or (d), and

Whereas, the City of Grosse Pointe Woods Assessing Office has procedures in place to notify the buyer, grantee or transferee of a property when the Property Transfer Affidavit has not been filed, and

Whereas, the City of Grosse Pointe Woods has determined the cost to administer and collect the penalty, then share collected penalties with other taxing jurisdictions outweighs the benefit, and

Whereas, the City finds the collection of penalties is unnecessary.

Now Therefore Be it Resolved the City Council of the City of Grosse Pointe, as provided in MCL 211.27b(5), waives the collection of penalties under subsections (1)(c) or (d), and

Also therefore be it resolved that any resolution, policy or directive in conflict with this Resolution is hereby repealed.

Moved:_____Supported: _____

Ayes: _____

Nays: _____

Absent and Excused: _____

RESOLUTION DECLARED ADOPTED.

By: _____
Lisa K. Hathaway, City Clerk
City of Grosse Pointe Woods, Michigan

CERTIFICATE

I, Lisa K. Hathaway, City Clerk of the City of Grosse Pointe Woods, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the City of Grosse Pointe Woods City Council on the _____ day of _____ March, 2018.

Dated: _____

_____
Lisa K. Hathaway, City Clerk

KITCH DRUTCHAS WAGNER VALITUTTI & SHERBROOK
A PROFESSIONAL CORPORATION
Attorneys and Counselors
ONE WOODWARD AVENUE, SUITE 2400
DETROIT, MICHIGAN 48226-5485
313-965-7900
IRS # 38-1896224

11A

CITY OF GROSSE POINTE WOODS
ATTN: BRUCE J SMITH
CITY ADMINISTRATOR
20025 MACK PLAZA
GROSSE POINTE WOODS, MI 48236

RECEIVED
MAR - 5 2018
CITY OF GROSSE PTE. WOODS

FEBRUARY 28, 2018

FILE # 2371.002582
INVOICE # 423178

REGARDING: CITY OF GROSSE POINTE WOODS

FOR PROFESSIONAL SERVICES RENDERED

01/30/18 MJW CONTINUE WORK ON NEW FRANCHISE AGREEMENT AND SEND TO CLIENT WITH EXPLANATION; CONFERENCE CALL RE STATUS OF WIRELESS REPORT INCLUDING WORK TO BE PERFORMED AND BUDGETING ISSUES; SEVERAL PHONE AND EMAIL CONTACTS WITH MULTIPLE LOBBYISTS RE APPARENT CAUCUS STRAW OR "WHIP" VOTE ON HB 5097 (CO RD COMM BB BILL) AND 5098 (BB RELOCATION BILL) WHICH ARE EACH LINKED TO THE TELECOM BILLS SEEKING REDUCED MUNICIPAL ROW CONTROL 2.00

TOTAL HOURLY CHARGES $600.00

RECAP

TIMEKEEPER	RATE	HOURS	AMOUNT
MICHAEL J WATZA	300.00	2.00	600.00
TOTALS		2.00	600.00

CURRENT AMOUNT DUE $600.00

TOTAL AMOUNT DUE $600.00

RECEIVED
MAR - 5 2018
CITY OF GROSSE PTE. WOODS

YOUR FILE WILL BE DESTROYED 2 YEARS AFTER CLOSING
UNLESS YOU NOTIFY US IN ADVANCE

11B

WCA ASSESSING

March 7, 2018

City of Grosse Pointe Woods
Accounts Payable
20025 Mack
Grosse Pointe Woods, MI 48236

RE: Legal Services – February 2018

Legal services rendered :

Invoice # 15199 (attached)..... . .....$ 423.80

Total..... $ 423.80

Respectfully submitted,

Lynette Hobyak
Business Manager

38110 Executive Drive, Suite 100
Westland, MI 48185

734-595-7727 Office
734-595-7736 Fax